

GOALS Short Track Training Hour Requirements For Directors

Acceptable training courses for the GOALS Certificate of Excellence include training sponsored by the Wisconsin Department Public of Instruction School Nutrition Team (DPI SNT), The Institute of Child Nutrition (ICN), or USDA's Food and Nutrition Services (FNS). Other training may be credited with DPI approval. Wisconsin Department of Health Services/Wisconsin Department of Agriculture, Trade, and Consumer Protection (DHS/DATCP) food manager certification may be counted as 8 hours of food safety training.

GOALS Required Training Hours	
New Hire Director - 75 training hours Candidates with a nutrition degree such as a RD, DTR, CDM, etc. without prior school nutrition experience or Existing Director - 65 training hours Candidates with a nutrition degree such as a RD, DTR, CDM, etc.	Training Hours
NUTRITION	
MENU PLANNING – 16 training hours	
Meal Pattern School Nutrition Programs	8
Special Diets Including Food Allergies: Comprehensive Training	4
USDA Foods	4
Total Training Hours Nutrition (Code 1000)	16
OPERATIONS	
SERVING FOOD – 6 training hours	
Food Production Records	2
Portion Sizes	2
OVS	2
CASHIER AND POS – 4 training hours	
POS/Reimbursable Meals	2
Counting and Claiming	2
PURCHASING AND PROCUREMENT – 4 training hours	
SNSDC Procurement Class	4
FOOD SAFETY AND HAACP – 8 training hours	
ServSafe Certificate or food safety equivalent Required	8
ELECTIVES	
Food Safety Culture	1
Receiving and Recall	1
Wisconsin Food Code	1
Total Training Hours Operations (Code 2000)	22

ADMINISTRATION	
ELIGIBILITY AND REGULATIONS – 16 training hours	
CN Basics – The School Nutrition Program Contract	8
Eligibility, Certification, Verification	8
FOOD SERVICE PROGRAM MANAGEMENT – ELECTIVES	
Staff Management	2
Standard Operating Procedures (SOPs)	1
Healthy School Environment/Team Nutrition	2
Water, Energy and Waste	1
Emergency Plans	1
FINANCIAL MANGEMENT – 10 training hours required for new hire directors only, electives for existing directors	
Financial Basics	4
Meal Counting and Claiming	2
School Foodservice Budgeting	2
School Foodservice Financial Analysis	1
Meal Pricing/Food Costing (PLE and Non-Program Foods)	1
HUMAN RESOURCES AND STAFF TRAINING – 1 training hour	
Civil Rights Training Required	1
Human Resource Management/Policy and Procedures	2
Professional Standards Training and Tracking	2
Retention, Promotion, Recognition	2
Employee Health, Safety And Wellness	2
FACILITIES AND EQUIPMENT PLANNING - ELECTIVES	
Purchasing and Maintenance	1
Equipment Maintenance and Care	1
OTHER PROGRAMS – 1 training hour	
Special Milk, Afterschool Snack, Fresh Fruit/Vegetable, Wisconsin School Day Milk (overview)	1
Total Training Hours Administration (Code 3000)	28
COMMUNICATIONS AND MARKETING – 4 training hours from the following areas	
Strategic And Marketing Plans/Program Promotion Required	2
Customer Service	1
Communication Skills Required	2
School And Community Communications	1
Smarter Lunchroom Techniques	2
Total Training Hours Communications (Code 4000)	4
Total Electives	5
Total training hours to earn Short Track GOALS Certificate – New Hire Director	75
Total training hours to earn Short Track Goals Certificate – Existing Director	65

GOALS Training Hour Requirements – New Hire Director Candidates with a degree in any field with prior school nutrition experience must obtain the 65 training hours listed above plus 10 training hours in nutrition courses.		Training Hours
NUTRITION		
NUTRITION EDUCATION – 2 training hours from the following courses		
Nutrition Activities		2
Classroom		2
School Garden		2
GENERAL NUTRITION – 8 training hours in Nutrition 101 or similar		
Nutrition 101 Required		8
Total Training Hours Nutrition (Code 1000)		10
Total Training Hours		65
Total training hours to earn Short Track GOALS Certificate – New Hire Director		75